

## Schedule of Events

### Test Dates for the ACT® Test

Online Testing	Date/Window
Testing window—POSTPONED	April 21–23, 2020 April 28–30, 2020
Emergency testing window	June 2–4, 2020

### Communications

ACT communicates with the school test coordinator (TC) and the district test coordinator (DTC) about upcoming activities. ACT does not communicate with any other staff. The TC is responsible for including technical coordinators (Tech), test accommodation coordinators (TAC), room supervisors (RS), and proctors (P) in activities and training opportunities.

### Your Website

The [District testing website](#) is your one-stop-shop for all of your resources.

### Preparing for Initial Testing

Open Date	Close Date	Responsible Role	Event
November 4, 2019	March 27, 2020	TC, TAC	<b>Request</b> accommodations and/or supports for eligible examinees through the Test Accessibility and Accommodations System (TAA).
November 18, 2019	March 27, 2020	TC	<b>Manage</b> participation in PearsonAccess <sup>next</sup> .
November 18, 2019	March 27, 2020	TC	<b>Verify</b> the shipping address in PearsonAccess <sup>next</sup> . <b>Submit</b> an <a href="#">Address Change Request</a> form if the address needs updated.
November 18, 2019	March 27, 2020	TC	<b>Upload</b> student data in PearsonAccess <sup>next</sup> .
November 18, 2019	March 27, 2020	TC	<b>Verify</b> enrollment, <b>submit</b> the <i>Enroll or Unenroll Students</i> file, if needed, and <b>review</b> student identifying information and <b>correct</b> if needed. <i>Note: March 27 is the submission deadline if barcode labels are needed.</i>
December 2, 2019	March 27, 2020	TC, Tech	<b>Complete</b> Site Readiness, including mock administration, ProctorCache installation and setup.
December 4, 2019		TC, TAC	<b>Attend</b> a Q&A session about accommodations and supports. <i>2:00 PM CST</i> <b>Registration link:</b> <a href="#">Accommodations Q&amp;A Session</a>

Open Date	Close Date	Responsible Role	Event
January 22, 2020		TC, RS, P	<b>Attend</b> a Q&A session about test administration. <i>2:00 PM CST</i> <b>Registration link:</b> <a href="#">Administration Q&amp;A Session</a>
	March 27, 2020	Tech	<b>Validate</b> configuration and <b>lock down</b> devices for online testing.
After receiving a decision notification	April 10, 2020	TC, TAC	<b>Request</b> reconsideration of accommodations and/or supports in TAA.
March 30, 2020	April 17, 2020	TC, TAC	<b>Request</b> late consideration of accommodations and/or supports for eligible examinees in TAA using the <a href="#">Late Consideration Request</a> form. See the form for details.
March 30, 2020	April 28, 2020	TC	<b>Request to enroll</b> any new examinees by submitting the <i>Enroll or Unenroll Students</i> file in PearsonAccess <sup>next</sup> .
April 6, 2020	April 30, 2020	TC	<b>Create</b> and <b>assign</b> students to test sessions for initial online testing.
April 6, 2020 <b>OR</b> April 13, 2020	April 10, 2020 <b>OR</b> April 17, 2020	TC	<b>Receive</b> materials for online testing based on the receipt window selected in PearsonAccess <sup>next</sup> .
After materials arrive	May 4, 2020	TC	<b>Conduct</b> sessions for examinees testing online to complete non-test information. <i>Note: The deadline will vary per examinee; deadline is 4 days after the individual examinee completes the test.</i>
After materials arrive	April 20, 2020	TC	<b>Train</b> room supervisors and proctors. <b>Prepare</b> rooms and materials.
April 21, 2020	April 30, 2020	TC, TAC, RS, P	<b>Administer</b> the ACT online with standard time or accommodations and/or supports during the testing window. <i>Note: Testing is only available Tuesday, Wednesday, and Thursday.</i>
May 1, 2020	May 5, 2020	TC	<b>Return</b> test booklets, used answer documents, and test administration forms from the testing window to ACT. <b>Receipt deadline at ACT: May 8, 2020.</b> <i>Note: Late-arriving answer documents will not be scored.</i>
	April 30, 2020	Tech	<b>Purge</b> cached test content from all proctor caching computers.
	April 30, 2020	TC	Deadline (midnight) to <b>Submit Enroll Request</b> to enroll and/or unenroll students for accurate invoicing.

## Preparing for Emergency Testing

Open Date	Close Date	Responsible Role	Event
November 18, 2019	May 1, 2020	TC	<b>Upload</b> student data in PearsonAccess <sup>next</sup> .
November 18, 2019	May 1, 2020	TC	<b>Verify</b> enrollment, <b>submit</b> the <i>Enroll or Unenroll Students</i> file, if needed, and <b>review</b> student identifying information and <b>correct</b> if needed.  <i>Note: May 1 is the submission deadline to receive individualized testing instructions.</i>
April 28, 2020	May 8, 2020	TC, Tech	<b>Complete</b> Site Readiness, including mock administration, ProctorCache installation and setup.
May 8, 2020	June 4, 2020	TC	<b>Create</b> and <b>assign</b> students to test sessions for initial online testing.
May 13, 2020		Tech	<b>Validate</b> configuration and <b>lock down</b> devices for online testing.
May 18, 2020	May 21, 2020	TC	<b>Receive</b> materials for online testing.
After materials arrive	June 1, 2020	TC	<b>Train</b> room supervisors and proctors. <b>Prepare</b> rooms and materials.
After materials arrive	June 10, 2020	TC	<b>Conduct</b> sessions for examinees testing online to complete non-test information.  <i>Note: The deadline will vary per examinee; deadline is 4 days after the individual examinee completes the test.</i>
June 2, 2020	June 4, 2020	TC, TAC, RS, P	<b>Administer</b> the ACT online with standard time or accommodations and/or supports during the testing window.  <i>Note: Testing is only available Tuesday, Wednesday, and Thursday.</i>
June 4, 2020		Tech	<b>Purge</b> cached test content from all proctor caching computers.
June 8, 2020		TC	Deadline (midnight) to <b>Submit Enroll Request</b> to enroll and/or unenroll students for accurate invoicing.

## Contacting Us

If you have questions about details in this document, use the following information to contact ACT:

- General questions: [actdistricttesting@act.org](mailto:actdistricttesting@act.org)
- Standard time testing questions: 800.553.6244, ext. 2800
- Accommodations and supports questions: 800.553.6244, ext. 1788 or [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)